

Document 1

No Change

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Class. Changed To: S

Auth.: HR 70-2

Date: 11-30-78 By: [redacted]

2 December 1954

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MEMORANDUM FOR: Colonel White

SUBJECT : Administration of Travel and Transportation

1. This concerns the request of Logistics to obtain certain information related to travel and transportation from the Central Processing Branch of the Office of Personnel.
2. The Deputy Director (Administration) memorandum dated 30 September 1954 (TAB E) requested the Office of Personnel to furnish certain travel information to Logistics on a monthly basis.
3. The Assistant Director for Personnel memorandum dated 21 October 1954 (TAB D) advised the Deputy Director (Administration) that the information requested in the 30 September memo was currently reported to the Comptroller, and suggested that the Comptroller supply the desired information to Logistics.
4. A Memorandum for the Record by [redacted] (TAB C) sets forth what the Comptroller receives from Central Processing, and advises it is not in the form to meet the Logistics requirements and that Central Processing is the logical source to provide the desired information.
5. The Logistics Office memorandum to the Deputy Director (Administration) dated 29 November 1954 (TAB A) reviews this matter and advises to request the Comptroller to furnish this information is not practical and points out that Central Processing is the proper and logical source to provide this information. The memorandum further states that this information is necessary in order that the Logistics Office can fulfill the responsibilities assigned to it under Regulation [redacted] and that a memorandum to the Assistant Director for Personnel (TAB B) asking that the original request be considered favorably has been prepared for the signature of the Deputy Director (Administration).

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6. [redacted] advises that Central Processing has not been contacted since the original memo to the Assistant Director for Personnel (TAB E). At that time Central Processing was agreeable to furnishing the information, and Mr. Reynolds' position on the matter was somewhat of a surprise.
7. There is no doubt that this information is needed by the Logistics Office and that Central Processing is a logical and proper source to provide it. I have, however, some question as to whether Central Processing should

be asked to supply the consolidated information or if it would be more feasible for them to give Logistics a copy of each travel and/or shipping document and for Logistics to make the consolidation. My recommendation is that Logistics be requested to explore this matter with the Office of Personnel and then advise which method would be most convenient to and place the least burden on Central Processing. After this has been determined, the Assistant Director for Personnel should be formally requested to provide the information.

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8. If you concur in my recommendation, I will contact Logistics and ask him to explore this matter along the lines indicated above.



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Attachments:

TABS A, B, C, D, and E

SA-DD/A:WHM:mrp (2 December 1954)

Distribution:

1 - DD/A Chrono

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachments